



Hillock Lane, Woolston, Warrington, WA1 4PF

Principal: Mr Shane Ierston

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CAREERS INFORMATION ADVICE AND EDUCATIONAL GUIDANCE (CIAEG) POLICY

“To develop an insightful approach that raises aspirations and exposure through the World of Work programme, so that students understand the flight paths available to them and learn valuable life skills to make informed choices about their future”

Date of policy: July 2020

Member of staff responsible: MRS R COLLIER

Next review: September 2021 (or sooner if further DfE guidance released)

Students consulted: through Parliament and staff and student questionnaires

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

What Is The World of Work Programme?

At King's Leadership Academy, we place great emphasis on each of our students having a personal development programme that ensures that they have, "the academic skills, intellectual habits, qualities of character and leadership traits necessary to succeed at all levels and become successful citizens in tomorrow's world". This starts as soon as they arrive in Year 7 and builds significantly through Year 8-13. Our careers programme is designed to: enable students to feel some sense of responsibility and achievement in determining and recognising not only their strengths and weaknesses, but also their full potential; promote equality of opportunity to reach their potential, such as SEN students or students eligible for pupil premium; embrace diversity and challenge stereotypes.

The policy will be guided by the Gatsby Benchmarks and conform to statutory requirements, in particular the DfE's Careers Strategy and the Baker Clause.



Aims and Values

At King's we believe that the World of Work Programme should support students to develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transition from their academic to their personal and professional life.

- To promote a high culture of aspiration and ensure that students develop the character and leadership skills as well as the vision beyond the local (Warrington, Woolston, Padgate) and regional perspectives to view the wider world where any **aspirations and achievements** can be realised.
- To build on students' character, confidence and leadership as well as identity so they are **self-aware** and can contribute towards their personal well-being.
- Students to exhibit the characteristics of '**professional** etiquette', self-pride, punctuality, **professional** attire, daily attendance, presenting work to a professional standard and adopting a **professional approach** in secondary school so these are transferable habits for the workplace.
- As much as learners appreciate that **integrity** is more than just telling the truth, there is the dimension of faithfulness and honour to the belief systems that they hold.
- Politeness, courtesy and good manners can be recognisable characteristics that we acknowledge and **respect** each other. However, self-respect in recognising strengths as well as the capacity to develop further.
- As well as the achievement of 'success', the completion of activities to build **endeavour** with diligence, perseverance, resilience and tenacity.

Pupil entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of high-quality providers about University offers, including technical education and apprenticeships;
- To understand how to make applications for the full range of academic and technical courses.



Organisation of the World of Work Programme

Lead Members of Staff

Whilst all staff have a responsibility for World of Work to all students, staff with a specific, relevant remit include:

- MRS R COLLIER
- MISS S BRETT

Management of provider access requests procedure

A provider wishing to request access should contact Sophie Brett, Director of Specialism
Telephone: 01925 817939 Email: s.brett@kingswarrington.com

Premises and facilities

The school will offer suitable resources for discussions to occur between provider and students. This will all be discussed and agreed in advance.

Safeguarding

The academy safeguarding policy sets out our approach to visitors into King's. This document can be found on the website. All visitors must have DBS clearance or be accompanied by one of our staff members during all sessions.

Implementation

The eight Gatsby benchmarks of Good Career Guidance	What we already do at KLA
1. A stable careers programme	<ul style="list-style-type: none"> • Year 7 induction week and greeter system- aligned flight paths (Years 7-13) • Operation Reset with career focus • Concept of World of Work aligned with contributing to successful citizens and social mobility • Beautiful work with inclusion of 'My World of Work journey' • Our ASPIRE Programme helps students to understand more about themselves (self-development), know where to look for useful information (careers exploration) and plan for the future (career management).

<p>2. Learning from career and labour market information</p>	<ul style="list-style-type: none"> • In-house talks every learning cycle on subject based careers • Guest speakers every learning cycle based on student survey feedback and LMI (medicine, engineering, sport) • Research tasks in ASPIRE curriculum to gain awareness of career market • All students take part in the Careers Week activities each learning cycle – promotion of digital sector, STEM and challenging stereotypes
<p>3. Addressing the needs of each pupil</p>	<ul style="list-style-type: none"> • Mentoring notes for tutors to monitor and address career options • Priority students with career disengagement are referred and support provided to stage intervention • 1:1 career appointments when needed with careers liaison • Regular WoW feedback surveys and adaptations to programme based on needs • Career readiness surveys to be completed before and after career events to measure impact
<p>4. Linking curriculum learning to careers</p>	<ul style="list-style-type: none"> • Using lead practitioners as subject experts in careers • Linking life skills (such as budgeting, cooking, finances) in ASPIRE curriculum • SOW to have an element of career focus promoted by Wow Subject Champions • Subject champions to promote links between curriculum learning and careers • Staff training to upskill all on how to link curriculum to careers
<p>5. Encounters with employers and employees</p>	<ul style="list-style-type: none"> • Guest speakers every learning cycle • Year 11-13 CV and personal statement workshops • Year 11 Career Interview event • Year 10 Careers Speed Dating • Year 9 Mock Interviews event • Year 7 and 8 Business Enterprise Days
<p>6. Experiences of workplaces</p>	<ul style="list-style-type: none"> • If students are interested in an industry which we already have contact, workplaces could be arranged through Wednesday enrichment • Opportunity for KS5 personal development with self-placed work experience during enrichment time
<p>7. Encounters with further and higher education</p>	<ul style="list-style-type: none"> • Talk the Talk sixth form workshop – talking about careers • HE/FE visits throughout the year to various universities • Post 16/18 choices delivered through The Pledge and • Universities working with students on revision and wellbeing • Royal Bank of Scotland delivering apprenticeship workshops • Using employer links to support vocational courses such as A Level Business

8. Personal guidance	<ul style="list-style-type: none"> • Mentoring notes for tutors to monitor and address career options • Tutors to target/identify students at risk of being NEET and guide on possible career paths • Tailored guidance given to student from Careers Leader and support from external providers also available • Whole school approach is taken to provide personal guidance to students through utilising tutors, heads of year, heads of achievement, TAC, SLT and super learning afternoons • Promoting National Citizen Service to develop student skills to strengthen employability skills such as team work, decision making
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Opportunities for access

There are a number of events across the year, integrated into the school careers programme, where providers will be invited to come into school to speak to pupils. An overview of events for each year group has been shown below:

	LC1	LC2	LC3	LC4	LC5
Year 7	Learning Cycle World of Work Carousels				Business Enterprise day
	Uni Frog: launch SLA Subject careers event	Uni Frog: Activities	Uni Frog: Competencies	My WoW journey in Beautiful work	
Year 8	Learning Cycle World of Work Carousels			My WoW journey in Beautiful work Options night for year 9	Business Enterprise day
	Uni Frog: launch SLA Subject careers event	Uni Frog: Activities	Uni Frog: Competencies		
Year 9	Learning Cycle World of Work Carousels				Mock interview University visits/career focus
	Uni Frog launch	Uni Frog: Activities	Uni Frog: Competencies	CV Writing and personal statements	
Year 10	Learning Cycle World of Work Carousels and WOW guest speaker				KS5 Exploring options event
	Careers networking event	Uni Frog: Careers library	Career interviews	Careers Speed Dating event	

Year 11	KS5 Taster Events WOW guest speaker			Left school	
	Uni Frog launch	Uni Frog: Careers library	Career interviews		
Year 12	Induction week university visits (Manchester & Liverpool) 1:1 careers advice for all students	Universities and apprenticeship fair 1:1 careers advice for all students WOW speaker	Unifrog workshops to find out about local providers 1:1 careers advice for all students WOW speaker	University open day visits 1:1 careers advice for all students WOW guest speaker	University open day visits, Work Experience 1:1 careers advice for all students WOW speaker
Year 13	University open day visits 1:1 careers advice for all students	Universities and apprenticeship fair		Left school	

Impact

The World of Work Programme at King's is measured against the Gatsby Benchmark through the use of: regular student and staff surveys; employer feedback after World of Work events; NEETS data; destination information (ongoing); Compass careers and enterprise evaluation; 1:1 year 11 career interviews delivered through character and year 11 mentors.

Impact and Destination data – Y11

	2020	2019	2018
NEET	<i>To be updated Sept 2020</i>	1	0
Education		105	84
Employment With Training		1	6
Employment Without Training		0	1
Training		0	0
Re-engagement Provision		0	0
Not Known		0	6